

Note: Use this checklist for universal waste handler inspections. A Universal Waste Handler means a generator of universal waste, or the owner or operator of a facility, including all contiguous property, that receives universal waste from other handlers, accumulates universal waste, and sends universal waste to another universal waste handler, destination facility, or to a foreign destination. **Universal waste handler does not include a person who treats, disposes or recycles universal waste, or a person engaged in the off-site transportation of universal waste [s. NR 600.03(249p), Wis. Adm. Code].** Persons treating, disposing, recycling, or otherwise processing universal wastes are subject to applicable hazardous waste regulations.

Note: Complete CME Form 4430-5 and route to appropriate Regional hazardous waste staff or central office.

I. General Information

Inspection Date(s)	DNR Region	DNR Inspector(s)
--------------------	------------	------------------

II. Inspected Facility Information

Facility Name	EPA ID Number	DNR Facility ID (FID) Number
Street Address	City	ZIP Code
		County
Facility Contact Name	Title	Telephone Number
		E-Mail Address
Legal Owner Name		

III. Universal Wastes Handled (includes Wisconsin-specific universal wastes)

Waste Type	Quantity	Examples
NR 690.05 Batteries (does not include lead acid batteries managed under NR 625.12) <input type="checkbox"/> Yes <input type="checkbox"/> No		re-chargeable, button cells
NR 690.06 Pesticides <input type="checkbox"/> Yes <input type="checkbox"/> No		
NR 690.07 Mercury Thermostats <input type="checkbox"/> Yes <input type="checkbox"/> No		
2/5/04 Memo Lamps <input type="checkbox"/> Yes <input type="checkbox"/> No		fluorescent, HID, mercury vapor lamps
2/5/04 Memo Mercury-Containing Devices <input type="checkbox"/> Yes <input type="checkbox"/> No		thermometers, switches
2/5/04 Memo Containers of Mercury <input type="checkbox"/> Yes <input type="checkbox"/> No		container of mercury, < 1 lb, removed from unsealed devices
2/5/04 Memo Anti-freeze <input type="checkbox"/> Yes <input type="checkbox"/> No		used engine coolant, propylene glycol, ethylene glycol
Total Quantity Accumulated		

Small Quantity Handlers = less than 5,000 kg / 11,000 lb at any time

Large Quantity Handlers = 5,000 kg / 11,000 lb or more at any time

Comments

IV. Prohibitions (In general, full hazardous waste regulation, chs. NR 600-685, Wis. Adm. Codes, only applies to persons who recycle, process, treat, or dispose of universal waste. Exceptions noted below.)

NR 690.11/NR 690.31 Is waste disposed on-site? ☐ Yes ☐ No
If yes, full hazardous waste regulation applies.

NR 690.11/NR 690.31 Is waste diluted or treated on-site? ☐ Yes ☐ No

If yes, full hazardous waste regulation applies, with the following exceptions:

- sorting, mixing, discharging, disassembling batteries, removing batteries from consumer products, removing electrolytes, see NR 690.13(1)(b)&(c)/NR 690.33(1)(b)&(c);
- thermostat ampule removal, see NR 690.13(3)(b)&(c)/NR 690.33(3)(b)&(c).

Comments

Universal Waste Handler Checklist

Form 4430-021 (9/04)

Page 2 of 3

V. General Standards – All Universal Waste

NR 690.13/ NR 690.33	Waste handled in a way to prevent releases?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Leaking, spilled, or damaged waste stored in containers that are:		
	Closed?	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Sound?	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Compatible?	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
NR 690.14/ NR 690.34	Labeled or marked to identify waste? (Example: Universal Waste ____, Waste ____, Used ____)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NR 690.15(1)/ NR 690.35(1)	Accumulation time less than 1 year? Note: Accumulation is defined as date generated or received.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NR 690.15(2)/ NR 690.35(2)	If accumulation time greater than one year, is purpose to accumulate quantities necessary to facilitate recovery?	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
NR 690.15(3)/ NR 690.35(3)	Accumulation time demonstrated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NR 690.16/ NR 690.36	Training. Employees trained on proper handling and emergency procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NR 690.17/ NR 690.37	Releases contained, characterized, and appropriately disposed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments

VI. Pesticide Container / Tank Standards – Additional Requirements

NR 690.13(2)/ NR 690.33(2)	Pesticides stored in containers, vessels, or transport vehicles that are:	Closed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Sound?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Compatible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Lack evidence of leakage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NR 690.13(2)(b)/ NR 690.33(2)(b)	Containers not meeting requirements above over packed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
NR 690.13(2)(c)/ NR 690.33(2)(c)	Storage in tanks? Note: Storage tanks must meet NR 645 hazardous waste tank standards, except NR 645.15 and NR 648.17(1)(a)3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Comments

VII. Shipments Sent Off-Site

NR 690.18(1)/ NR 690.38(1)	Waste sent / taken to: universal waste handler, destination facility, or foreign destination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Facility Name:		
NR 690.18(2)/ NR 690.38(2)	Self-transporting? Self-transporters must meet requirements of subch. IV.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NR 690.18(3)/ NR 690.38(3)	Hazardous materials packaged, marked, labeled, placarded, and shipping papers prepared per USDOT regulations? (49 CFR parts 171 to 180)	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
NR 690.18(4)/ NR 690.38(4)	Off-site handler agrees to accept waste?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments

Universal Waste Handler Checklist

Form 4430-021 (9/04)

Page 3 of 3

VIII. Shipments Accepted From Off-Site

Does the handler accept waste from other universal waste handlers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, go to section IX.
Have shipments of waste from off-site been rejected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, see NR 690.18(6)/NR 690.38(6).			
Have shipments of non-universal hazardous waste been received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, see NR 690.18(7)/NR 690.38(7).			
Note: Non-hazardous, non-universal waste may be managed in a way compliant with applicable federal, state or local solid waste regulations.			

Comments

IX. Large Quantity Handlers Only

NR 690.39(1)&(2)	Records documenting shipments received and/or sent off-site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Records include:			
	Original handler or destination facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Waste type?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
NR 690.39(1)&(2)	Quantity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
NR 690.39(3)	Records retained 3 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
NR 690.32	EPA ID number?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ID #:

Comments

X. Signature

DNR Inspector Signature	Date Signed
-------------------------	-------------

Notes